

**Key Information Summary Sheet**

**Temporary Agency DP Programmers for DHCD**

**Request for Proposals No. 10-26-001**



**RFP Issue Date:** August 31, 2009

**Procurement Officer:** Ann Goldman  
goldmana@mdhousing.org  
410-514-7113  
(fax) 410-987-4676

**Submit Proposals to:** Dept. of Housing and Community Development  
Attention: Ann Goldman  
100 Community Place, Room 2.613A  
Crownsville, MD 21032-2023

**Proposals Due:** October 6, 2009, 2:00 pm local time

**Anticipated Contract Start:** October 2009

Minority Business Enterprises and Small Businesses are encouraged to respond to this solicitation

Notice: Any prospective Offeror who received this document from a source other than the Issuing Office should immediately advise the Issuing Office of its name and mailing address, so that amendments to the RFP and other communications can be sent to them.

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### **Attachments**

- A. Contract Terms**
- B. Job Classification**
- C. Price Proposal Form**

## **SECTION 1 - GENERAL INFORMATION**

### **1.1 Purpose**

The Maryland Department of Housing and Community Development (DHCD), a principal department of the State of Maryland (State), is seeking a qualified Contractor to provide temporary agency staffing services to provide personnel on an as needed basis for the performance of database (DP) programming analyst functions. Specific services to be provided are outlined in Section 3.

### **1.2 Procurement Method**

This Contract will be awarded in accordance with the small procurement regulations under COMAR 21.05.07.

### **1.3 Questions**

Questions will be accepted from prospective Offerors and should be submitted in a timely manner to the Procurement Officer only. E-mail submission of questions is preferable, but questions will also be accepted by phone, mail or facsimile to the Procurement Officer. The Procurement Officer will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors who are known to have received a copy of this RFP.

### **1.4 Procurement Officer and Issuing Office**

The sole point of contact at the State for purposes of this RFP is the Procurement Officer at the Issuing Office listed on the Key Information Summary Sheet.

### **1.5 Contract Manager**

After contract award and throughout the course of the project, the Contract Manager listed below (or designee) will monitor the performance of the Contractor.

Carmen Swann  
Department of Housing and Community Development  
100 Community Place  
Crownsville, MD 21032  
Tele: 410-514-7164  
Email: swann@mdhousing.org

## **1.6 Duration of Offer**

Offers submitted in response to this RFP are irrevocable for sixty (60) days following the closing date for proposals. The Procurement Officer may extend this period, with the Offeror's written consent.

## **1.7 Revisions to the RFP**

If it becomes necessary to revise this RFP, amendments will be provided to all prospective Offerors that were sent this RFP or otherwise are known by the Procurement Officer to have obtained this RFP. Failure to acknowledge receipt does not relieve the Offeror from complying with all terms of any such amendment.

## **1.8 Cancellation / Rejection**

The State reserves the right to cancel this RFP at any time prior to contract award pursuant to COMAR 21.06.02.02. The State also reserves the right to accept or reject, in whole or in part, any and all offers received in response to this RFP, and to waive or permit cure of minor irregularities in any manner necessary to serve the best interests of the State of Maryland.

## **1.9 Contract Type**

The Contract awarded as a result of this RFP shall be a firm fixed price contract as provided in COMAR 21.06.03.02.A.1.

## **1.10 COMPENSATION AND METHOD OF PAYMENT**

The Contract will provide that the Contractor be paid monthly for temporary agency DP programming services. Payment shall be based upon the actual number of hours expended by the Contractor in performance of the services requested by DHCD in the preceding month, multiplied by the fixed hourly rates of compensation on the Contractor's Attachment C, Price Proposal Form.

No conversion fee shall be payable for temporary agency employees that are offered direct employment by DHCD if they have been on assignment to DHCD for 12 weeks or longer.

## **1.11 Work Products**

All work products prepared under the terms of this contract are the property of the State, and shall be delivered to DHCD at the end of the contract in a form useable and acceptable to DHCD.

### **1.12 Parties to the Contract**

The contract entered into as a result of the response to this RFP shall be by and between the successful Offeror as Contractor and DHCD, and shall include the terms and conditions of Attachment A of this RFP and generally the provisions of this RFP. Any exceptions must be clearly identified in the Executive Summary section of the Technical Proposal. Attachment A is included for information only and is not to be submitted with the Offeror's proposal.

### **1.13 Minority Business Enterprises (MBEs)**

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise  
Maryland Department of Transportation  
P.O. Box 8755  
BWI Airport, Maryland 21240-0755  
(410) 859-7328  
[http://www.mdot.state.md.us/MBE\\_Program/](http://www.mdot.state.md.us/MBE_Program/)

### **1.14 Small Businesses**

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process at <https://www.smallbusinessreserve.maryland.gov/registration/>.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;\*
- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;\*

- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;\*
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;\*
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years;\* and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.\*

\*If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

## **SECTION 2 – MINIMUM QUALIFICATIONS**

The Offeror must have at least five (5) years experience providing temporary staffing services.

## **SECTION 3 – SCOPE OF SERVICES**

### **3.1 Overview**

The purpose of this Request for Proposals (RFP) is to identify a Contractor to provide temporary employees that will supplement existing DHCD resources in support of database programming.

### **3.2 Staffing Classifications and Duties**

The Contractor shall provide temporary employees at the DP Programmer Analyst classification level to handle design, development, implementation and maintenance of database management systems and web enabled applications.

The Contractor shall have procedures in place that ensure that temporary employees proposed for assignment meet the qualifications as presented in this RFP and are capable of handling duties assigned.

Temporary employees shall perform the duties as described in Attachment B.

### **3.3 Temporary Employee Screening Procedures**

The Contractor shall have temporary employee applicant screening procedures in place that may include, but are not limited to:

- Evaluation of general knowledge and skills
- Technical skill competency testing
- Verification of work experience and capabilities through reference checks
- Ability to provide results of a background investigation check, if requested by DHCD for specific assignments

### **3.4 Temporary Employee Assignments**

The DHCD Contract Manager or designee will notify the Contractor of temporary employee assignments as requirements arise and provide the following information to the Contractor for each assignment:

- Summary of duties
- Assignment start date
- Estimated assignment end date
- Daily work schedule hours
- DHCD point of contact

Upon receipt of an assignment notification, the Contractor shall:

- Propose an employee of the appropriate classification level with the experience, knowledge, and ability suitable for the specific assignment
- Provide a resume that includes the employee's qualifications and evidence of reference checks

The Contractor shall respond with a proposal as soon as possible but no later than 24 hours after receiving notification of an assignment from DHCD.

DHCD will review the proposed employee's resume and qualifications prior to accepting any assignment. DHCD reserves the right to reject proposed staff based on this review.

DHCD may terminate staff assignments at any time.

### **3.5 Monitoring**

The Contractor shall provide temporary employee timesheets for DHCD review and approval.

The Contractor shall serve as the point of contact between DHCD and the temporary employee for performance and attendance issues.

The Contractor shall provide a substitute in the event of either the planned or unplanned absence of an assigned temporary employee. DHCD will review the substitute's resume and qualifications and may reject the employee based on this review.

## **SECTION 4 – PROPOSAL FORMAT**

### **4.1 Overview**

The Offeror's Technical Proposal should be prepared in a straightforward and concise manner, detailing the Offeror's capabilities to satisfy the requirements of this RFP and should conform to the Outline listed in Section 4.2.B below.

### **4.2 Technical Proposal**

#### **A. General:**

Offerors shall submit, under separate cover, a clearly marked unbound original and three (3) copies of the Technical Proposal in a separate sealed envelope titled "Temporary Agency DP Programmers for DHCD - Technical Proposal."

Offerors should include a transmittal letter on the Offeror's stationery, signed by an individual who is authorized to bind the company to all statements in the proposal and the services and requirements as stated in the RFP.

#### **B. Outline:**

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#### **Tab 1 – Minimum Qualifications**

The Offeror shall demonstrate that it meets the qualifications outlined in Section 2 by providing evidence that it has at least five (5) years experience providing temporary staffing services.

## **Tab 2 – Executive Summary**

The Offeror shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the Offeror’s understanding of the contents of the RFP and of the how the Offeror’s proposal meets the scope of services outlined in Section 3. If any addendum or amendments have been issued to this RFP, the Offeror shall acknowledge same in this section. Also, any exceptions to this RFP or the terms and conditions outlined in Attachment A or any other attachment must be clearly identified in this section. Exceptions may result in the proposal being rejected or not reasonably susceptible of being selected for award.

## **Tab 3 – Experience**

Describe the Offeror’s experience providing temporary staffing services. Describe how this experience demonstrates the ability to provide the services outlined in the Scope of Services in Section 3.2.

## **Tab 4 – Corporate References**

References. Provide the names, addresses, and telephone numbers of at least three (3) current clients that may be contacted as references. DHCD reserves the right to call any known or former client.

## **Tab 5 – Approach to Services**

Describe in detail how the proposed services meet the scope of service requirements listed under Section 3.

Include a description of:

1. Temporary employee recruitment practices;
2. Pre-employment screening/ assessment procedures;
3. Types of training provided for temporary employees; and
4. Compensation packages for temporary employees.

Attach as exhibits any pertinent company literature.

## **4.3 Price Proposal**

Submit a clearly marked original and three (3) copies of the Price Proposal in a separate sealed enveloped titled “Temporary Agency DP Programmers for DHCD – Price Proposal.” The Price

Proposal must be in the format specified in Attachment C and be signed by an official authorized to bind the Offeror.

## **SECTION 5 – EVALUATION PROCEDURE AND CONTRACT AWARD**

### **5.1 Evaluation Committee**

The Procurement Officer shall establish an Evaluation Committee, which may include individuals from within or outside of State government. The Procurement Officer reserves the right to reject in whole or in part any and all proposals received as a result of this RFP, to waive minor irregularities in proposals, and to enter into discussions with all responsible Offerors in any manner deemed necessary to serve the best interest of DHCD and the State. Offerors whose proposals are not accepted will be notified in writing.

### **5.2 Discussions/ Oral Presentations**

All Offerors who appear to be responsible and whose proposals are initially classified as being reasonably susceptible of being selected for award (or potentially so) may be required to make oral presentations of their proposals and participate in discussions with the Evaluation Committee. Offerors will be notified as to a date for oral presentations /discussions. Offerors must confirm in writing any substantive oral clarification of their proposal made in the course of discussions and all written clarifications will become part of the Offeror's Technical Proposal.

Price Proposals from only those responsible Offerors whose proposals are finally deemed reasonably susceptible of being selected for award will be opened following the discussion and presentation process.

If, following the opening of the price proposals, the Procurement Officer determines that further discussion is in the best interest of DHCD and the State, the Procurement Officer will notify all of the Offerors of the date on which such discussions will be conducted. Upon completion of all discussions and upon receipt of any "best and final offers" submitted as a result of such discussions, the Evaluation Committee shall recommend to the Procurement Officer the award of the Contract to the responsible Offeror whose combined technical and price proposal is determined to be the most advantageous to DHCD and the State.

### **5.3 Technical Proposal Evaluation Criteria**

The Evaluation Committee will conduct their evaluation of the Technical Proposals received on the basis of the following criteria in descending order of importance:

- A. Experience, as described in Section 4.2, Tabs 3 and 4.
- B. Approach to Services, as described in Section 4.2, Tab 5.

#### **5.4 Price Proposal Selection Criteria**

Price Proposals will not be opened until the evaluation of the Technical Proposal is complete. The Price Proposal evaluation will be based upon the prices submitted by the Offeror on Attachment C – Price Proposal Form, and best and final offers, if any. Proposals will be ranked in order from lowest to highest cost to the State.

#### **5.5 Weighting of Technical and Price Proposals**

The Technical Proposal will have greater weight than the price proposal in determining the most advantageous offers.

#### **5.6 Contract Award**

It is DHCD's intention to award the contract to the Offeror whose proposal is determined to be the most advantageous to the State.